

## Initial Assessment – Narrative

**Note:** In order to create an Initial Assessment – Narrative, an assignment to the case is needed.


### Related User Guides:

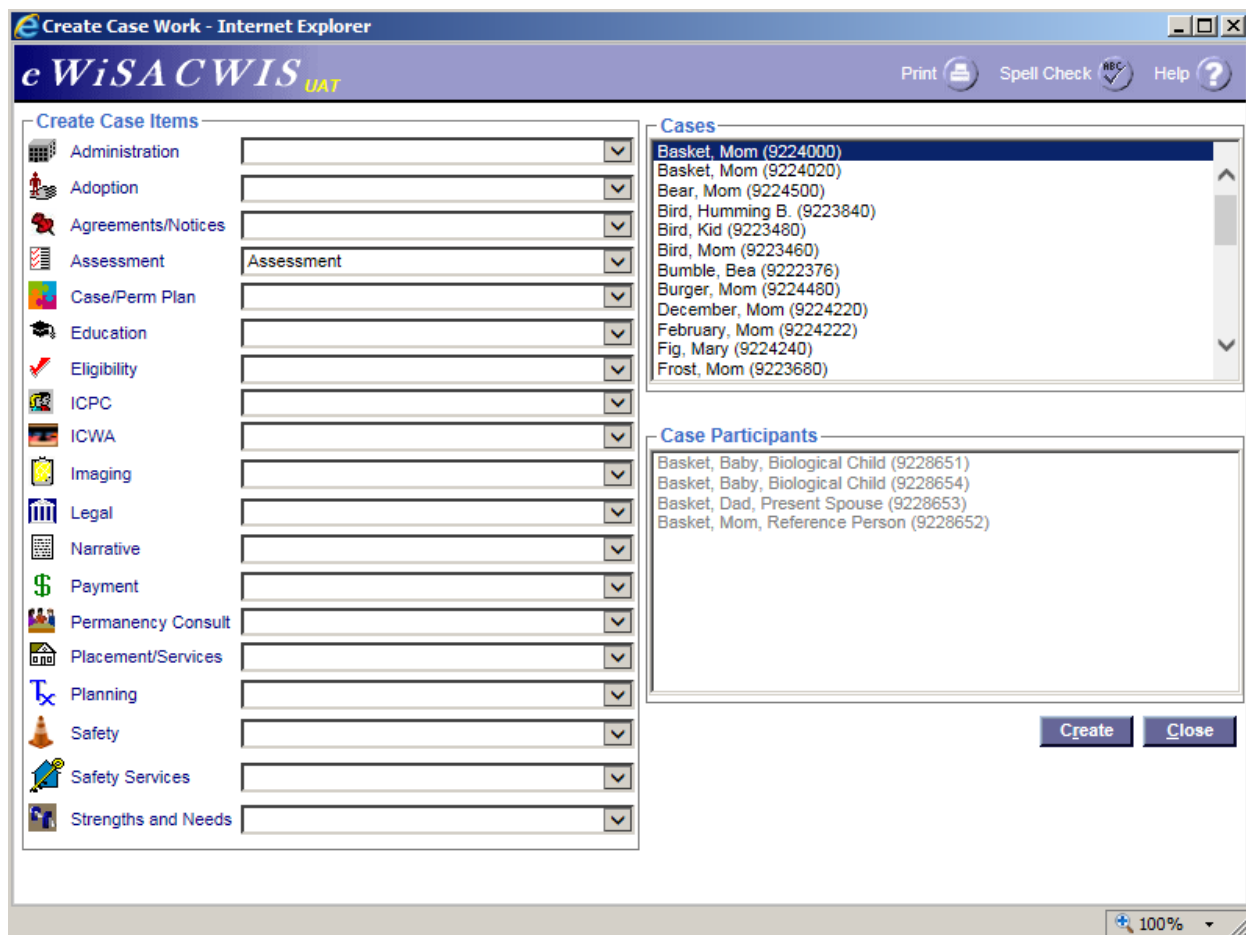
[Documenting ICWA](#)

[Initial Face-to-Face Contacts](#)

[Notification & Review Process for Substantiated Maltreaters](#)

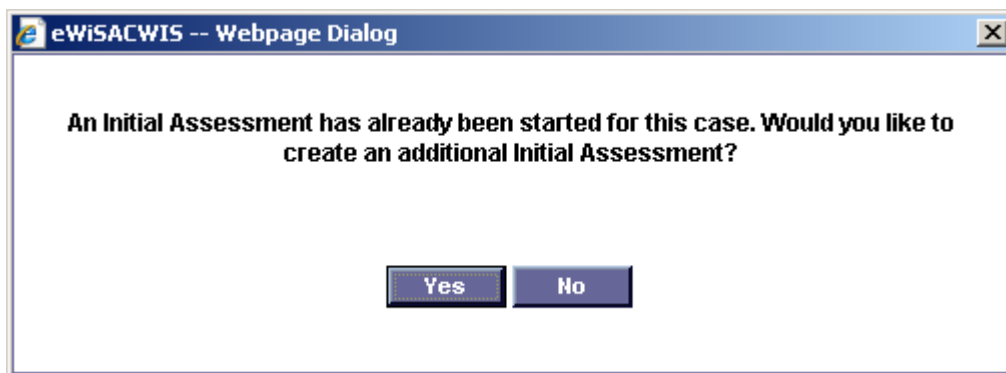
[Serious Incident \(Act 78\)](#)

1. From the desktop, click Create > Case Work or click the Case Work hot button . This will open the Create Case Work page.
2. On the Create Case Work page, select Assessment from the Assessment drop-down, and then select the family from the Cases group box. Click Create.



The screenshot shows the 'Create Case Work' web application in Internet Explorer. The title bar reads 'Create Case Work - Internet Explorer'. The page header features the 'eWiSACWIS UAT' logo and navigation links for 'Print', 'Spell Check', 'ASC', and 'Help'. The main content area is divided into two sections. On the left, 'Create Case Items' lists various categories with corresponding icons and dropdown menus: Administration, Adoption, Agreements/Notices, Assessment (selected), Case/Perm Plan, Education, Eligibility, ICPC, ICWA, Imaging, Legal, Narrative, Payment, Permanency Consult, Placement/Services, Planning, Safety, Safety Services, and Strengths and Needs. On the right, the 'Cases' section displays a list of case entries, each with a name and a number in parentheses, such as 'Basket, Mom (9224000)'. Below this list, the 'Case Participants' section shows a list of participants for the selected case, including 'Basket, Baby, Biological Child (9228651)'. At the bottom right of the main content area are 'Create' and 'Close' buttons. The status bar at the bottom indicates a zoom level of 100%.

3. If a pending assessment exists, the following message will display:



Click Yes to open the Assessment Report Link page. Click No to close the message and return to the desktop.

4. If a pending assessment does not exist, the Assessment Report Link page opens and shows all screened-in CPS Reports available to be linked to the Assessment. Select the checkbox next to the CPS Report(s) to be linked to the Assessment and click Continue to open the Assessment page.



## Assessment- Participants Tab

5. The Assessment page opens to the Participants tab. Click the [Roles](#) hyperlink to add the role of Alleged Maltreater to the appropriate participant(s).
- Additional active case participants can be added by clicking Insert.
  - Select the [Create/View ICWA Record](#) hyperlink to complete the Child's ICWA record. See the ICWA User Guide for more information.

The screenshot shows the eWiSACWIS UAT web application interface. The browser address bar displays "https://apps.dcf.wisconsin.gov/ - Assessment - Windows Internet Explorer". The application header includes the "eWiSACWIS UAT" logo and navigation links for Resource, TM, Print, Spell Check, and Help. The main content area is divided into two sections: "Assessment" and "Report". The "Assessment" section shows "Name: Basket, Mom", "Assessment ID: 9222051", and "Status: Open". The "Report" section shows "Response Time: Same Day" and "Date: 10/01/2013". Below these sections is a tabbed interface with "Participants" selected. The "Participants" tab displays a table of assessment participants. The table has columns for Name, Gender, DOB, Race, Roles, and Edit Roles. The participants listed are Baby Basket, Mom Basket, Kid Basket, Madison Teacher, and Dad Basket. At the bottom of the page, there is a "Create/View ICWA Record" link, an "Insert" button, and a "Options:" dropdown menu with a "Go" button. The bottom right corner shows a "Save" button, a "Close" button, and a zoom level of 100%.

Name	Gender	DOB	Race	Roles	Edit Roles
<a href="#">Baby Basket</a>	Male	01/01/2013	White	AV-HM	<a href="#">Roles</a>
<a href="#">Mom Basket</a>	Female	10/10/1980	White	AM-HM-PR-RN	<a href="#">Roles</a>
<a href="#">Kid Basket</a>	Female	10/10/2002	White	AV-HM	<a href="#">Roles</a>
<a href="#">Madison Teacher</a>	Female	12/12/1970	Black/African American	RP	<a href="#">Roles</a>
<a href="#">Dad Basket</a>	Male	02/02/1980	White	AM-HM-PR	<a href="#">Roles</a>

## Assessment- Basic Tab

- Next, click the Basic tab and select the appropriate Living Arrangement of the Child(ren) option and up to three Family Characteristics/Conditions. The first drop-down is required. If there are no applicable characteristics or conditions, select 'None Observed.'

The screenshot shows the eWiSACWIS UAT web application in a Windows Internet Explorer browser window. The address bar displays the URL: <https://appsa.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The application header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help.

The main content area is divided into two tabs: **Assessment** and **Report**. The **Assessment** tab is active, showing the following information:

- Name: Basket, Mom
- Assessment ID: 9222051
- Status: Open

The **Report** tab shows:

- Response Time: Same Day
- Date: 10/01/2013

Below the tabs is a navigation bar with the following options: **Participants**, **Basic** (selected), **Allegations**, **Contacts**, and **Results**.

The **Basic** tab contains the following sections:

- Case Name Information**: A form with fields for C/O, Street #, Street, Apt., City, State, Zip, Country, Phone, Ext., Alt. Phone, Alt. Ext., Fax, and Language Preference (English).
- Living Arrangement of the Child(ren)**: A dropdown menu with the selected option: "Married two parent household, with two biological/adoptive parents".
- Family Characteristics/Conditions**: Three dropdown menus. The first is set to "None Observed". The other two are empty.

At the bottom of the form, there is an **Options** dropdown menu and a **Go** button. To the right are **Save** and **Close** buttons. The browser status bar at the bottom right shows a zoom level of 100%.

## Assessment- Allegations Tab

7. The Allegations tab will pre-fill with the allegations documented on the CPS Report.
  - Complete the allegation(s) by selecting the [Edit](#) hyperlink, which will open the Allegation (Assessment) page. When completing an existing allegation that was entered on the Access Report page, enter a maltreatment determination, date of maltreatment, answer the medical treatment question, and if the allegation is a serious incident identify the type of serious incident. Select the maltreatment determination.

**Note:** If a death has occurred, see the section “Recording a Date of Death for a Child” of this guide.

**Note:** If allegations rise to the level of a serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) User Guide for more information.

8. Additional allegations can be added. Click the Insert within the Allegations group box to open the Allegation (Assessment) page.

The screenshot displays the eWiSACWIS UAT web application interface. At the top, there's a navigation bar with 'Assessment - Internet Explorer' and 'eWiSACWIS UAT'. Below this, a header section contains 'Assessment' and 'Report' tabs. The 'Assessment' tab is active, showing 'Name: Basket, Mom', 'Assessment ID: 9222451', and 'Status: Open'. The 'Report' tab shows 'Response Time: Within 5 business days' and 'Date: 10/01/2013'. Below the header, there are five main tabs: 'Participants', 'Basic', 'Allegations', 'Contacts', and 'Results'. The 'Allegations' tab is selected, displaying a table with columns: Report ID, Alleged Victim, A/N Code, Determination, Dt or Approx Dt of Alleged Mal, Resided in OHC, Medical, and Fatality. A single row is visible with Report ID 9007241, Alleged Victim Kid Basket, A/N Code Physical Abuse Describe, Determination Pending, Dt or Approx Dt of Alleged Mal 10/01/2013, Resided in OHC N, Medical N, and Fatality N. An 'Edit' link is present next to the row. Below the table, there's an 'Insert' button. Underneath the table, there's a section for 'Maltreater(s)' with fields for 'Alleged Maltreater', 'Relationship to Victim', and 'Determination'. The 'Alleged Maltreater' field has a dropdown menu showing 'Biological Parent(s)'. The 'Determination' field has a dropdown menu showing 'Pending'. Below these fields, there's a text area for 'The basis for this determination is as follows:'. An 'Insert' button is located at the bottom right of this section. At the bottom of the page, there are checkboxes for 'Independent Investigation' and 'Is the alleged victim(s) in Agency legal and/or physical custody', along with a 'County of Origination' dropdown menu. 'Save' and 'Close' buttons are at the bottom right.

Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality
9007241	Kid Basket	Physical Abuse Describe	Pending	10/01/2013	N	N	N

9. When inserting a new allegation, select an Alleged Victim from the drop-down. Select the type of abuse or neglect from the Abuse/Neglect Code drop-down.

**Allegation (Assessment) -- Webpage Dialog**

**eWiSACWIS UAT** Print Spell Check Help

**Allegation**

Alleged Victim: Baby Basket

Abuse/Neglect Code: [dropdown]

[Description](#)

Determination:

**Date or Approximate Date of Alleged Maltreatment:**

Alleged Victim received medical treatment as a result of this alleged maltreatment: ☐ Yes ☐ No

Alleged Maltreatment occurred while the child's residence was an OHC placement: ☐ Yes ☐ No ☐ Unknown

Serious Incident: [Details](#) ☐ Yes ☐ No

☐ Death / Alleged maltreatment [Details](#)

☐ Death / Alleged suicide OHC

☐ Serious injury [Details](#)

☐ Egregious incident [Details](#)

[DCF memo 2010-01](#) [Act 78](#)

**Save Close**

10. Next, click the [Description](#) hyperlink to open the Description page. Select up to three values that apply and click Continue to return to the Allegation (Assessment) page.

**Description -- Webpage Dialog**

**eWiSACWIS UAT** Print Spell Check Help

**Descriptions**

Select	Description	Select	Description	Select	Description
<input type="checkbox"/>	Abandonment	<input type="checkbox"/>	Lack of Supervision	<input type="checkbox"/>	Sexually Transmitted Disease
<input type="checkbox"/>	Abusive Head Trauma	<input checked="" type="checkbox"/>	Malnutrition	<input type="checkbox"/>	Shaken Baby/Shaken Impact
<input type="checkbox"/>	Blunt Force Trauma	<input type="checkbox"/>	Manufacturing Meth	<input type="checkbox"/>	Subdural Hemorrhage/ Hematoma
<input type="checkbox"/>	Bruising	<input type="checkbox"/>	Medical Crisis-No Care b/c of Religion	<input type="checkbox"/>	Threatened Abuse/Neglect
<input type="checkbox"/>	Burn/Scald	<input type="checkbox"/>	Medical Neglect of a Disabled Infant	<input type="checkbox"/>	Traumatic Brain Injury
<input type="checkbox"/>	Cut/Laceration/Bite	<input type="checkbox"/>	Mutual Sexual Activity	<input type="checkbox"/>	Unable to Locate Children
<input type="checkbox"/>	Dislocation/Sprain/ Bone Fracture	<input type="checkbox"/>	No Indicators/Injuries Observed	<input type="checkbox"/>	Unborn Child Abuse
<input type="checkbox"/>	Drug Affected Infant	<input type="checkbox"/>	Other Indicator/Injury	<input type="checkbox"/>	Untreated Injury/Lack of Medical Care
<input type="checkbox"/>	Exposure to Elements or Environmental Hazards	<input type="checkbox"/>	Other Medical Neglect		
<input type="checkbox"/>	Exposure to genitals/public areas	<input type="checkbox"/>	Permanent Impairment		
<input checked="" type="checkbox"/>	Failure to Thrive	<input type="checkbox"/>	Pregnancy		
<input type="checkbox"/>	Forced Viewing of Sexual Activity	<input type="checkbox"/>	Prostitution		
<input type="checkbox"/>	Genital Area Bruising, Red/Swollen, Fissures/Tears	<input type="checkbox"/>	Retinal Hemorrhage		
<input type="checkbox"/>	Internal Injury	<input type="checkbox"/>	Serious Lack of Hygiene		
<input type="checkbox"/>	Lack of Care Due to Poverty	<input type="checkbox"/>	Severe Emotional/Behavioral Problems		
<input checked="" type="checkbox"/>	Lack of Necessary Care	<input type="checkbox"/>	Sexual Contact/Intercourse		
		<input type="checkbox"/>	Sexual Exploitation		

**Continue Close**

11. Enter the Date or Approximate Date of Alleged Maltreatment.
12. Select the appropriate radio buttons for the remaining questions.

**Allegation (Assessment) -- Webpage Dialog**

**eWiSACWIS UAT** Print Spell Check Help

**Allegation**

Alleged Victim: Baby Basket

Abuse/Neglect Code: Neglect

Description: Failure to Thrive-Lack of Necessary Care-Malnutrition

Determination: Substantiated

**Date or Approximate Date of Alleged Maltreatment:** 10/01/2014

Alleged Victim received medical treatment as a result of this alleged maltreatment: ☐ Yes ☒ No

Alleged Maltreatment occurred while the child's residence was an OHC placement: ☐ Yes ☒ No ☐ Unknown

Serious Incident: ☐ Yes ☒ No

☐ Death / Alleged maltreatment Details

☐ Death / Alleged suicide OHC

☐ Serious injury Details

☐ Egregious incident Details

[DCF memo 2010-01](#) [Act 78](#)

Save Close

### ***Serious Incidents***

- If 'Yes' is selected for Serious Incident, select the appropriate checkboxes related to the Serious Incident.
- If allegations rise to the level of a serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the Serious Incident (Act 78) User Guide for more information.
- Click the [DCF memo 2010-01](#) and [Act 78](#) hyperlink to access the memo and act regarding Child Welfare Public Disclosure 2009 Wisconsin Act 78.

**Note:** If a death has occurred, see the section "Recording a Date of Death for a Child" of this guide.

13. Click Save when completed. Click Close to return to the Assessment page.

14. Next, complete the Maltreater(s) group box on the Allegations tab. For substantiated allegations, complete the narrative for the ‘The basis for this determination is as follows:’

Participants	Basic	Allegations	Contacts	Results																				
<b>Allegations</b> <table border="1"> <thead> <tr> <th>Report ID</th> <th>Alleged Victim</th> <th>A/N Code</th> <th>Determination</th> <th>Dt or Approx Dt of Alleged Mal</th> <th>Resided in OHC</th> <th>Medical</th> <th>Fatality</th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/> 9007241</td> <td>Baby Basket</td> <td>Physical Abuse <a href="#">Describe</a></td> <td>Substantiated</td> <td>10/01/2013</td> <td>N</td> <td>N</td> <td>N</td> <td><a href="#">Edit</a></td> </tr> </tbody> </table>					Report ID	Alleged Victim	A/N Code	Determination	Dt or Approx Dt of Alleged Mal	Resided in OHC	Medical	Fatality		<input checked="" type="radio"/> 9007241	Baby Basket	Physical Abuse <a href="#">Describe</a>	Substantiated	10/01/2013	N	N	N	<a href="#">Edit</a>		
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- Only individuals with the role of ‘AM’ (Alleged Maltreater) on the Participants tab will be available in the Alleged Maltreater drop-down.

Assessment Participants						
Name	Gender	DOB	Race	Roles	Edit Roles	
<a href="#">Baby Basket</a>	Male	01/01/2013	White	AV-HM	<a href="#">Roles</a>	
<a href="#">Dad Basket</a>	Male	02/02/1980	White	AM-HM-PR	<a href="#">Roles</a>	
<a href="#">Mom Basket</a>	Female	10/10/1980	White	AM-HM-PR-RN	<a href="#">Roles</a>	
<a href="#">Kid Basket</a>	Female	10/10/2002	White	AV-HM	<a href="#">Roles</a>	
<a href="#">Madison Teacher</a>	Female	12/12/1970	Black/African American	RP	<a href="#">Roles</a>	

- Each allegation may have different maltreaters. Select the radio button next to the allegation to view the maltreater(s) for that allegation.
- Click Insert within the Matreater(s) group box to add a maltreater for an allegation. For example, when both parents are alleged maltreaters, only one maltreater row will exist from the access report. Insert an additional row for the second parent.
- There must be at least one substantiated maltreater when the maltreatment has been substantiated.
- If maltreatment is unsubstantiated, all maltreaters will default to unsubstantiated.



## Assessment- Contacts Tab

15. The Contacts tab is view only, displaying any linked Assessment Contacts. If, at this time, no contacts have occurred/ been entered to eWiSACWIS, this may be blank.

The screenshot shows the eWiSACWIS application interface. The top navigation bar includes the eWiSACWIS logo and various utility icons. The main content area is divided into tabs: Participants, Basic, Allegations, Contacts, and Results. The 'Contacts' tab is selected. Below the tabs, there is a section titled 'Contacts' containing a table with the following headers: Note ID, Name, Affiliation/Relationship, Title, Date, and Contact Date/Time. The table is currently empty. At the bottom right of the table area, there are 'Save' and 'Close' buttons.

Once entered, each contact will display:

The screenshot shows the eWiSACWIS application interface with the 'Contacts' tab selected. The table now displays three entries:

Note ID	Name	Affiliation/Relationship	Title	Date	Contact Date/Time
9224477	Basket, Baby			10/02/2014	10/02/2014 08:30 AM
9224477	Basket, Kid			10/02/2014	10/02/2014 08:30 AM
9224477	Basket, Mom			10/02/2014	10/02/2014 08:30 AM

At the bottom right of the table area, there are 'Save' and 'Close' buttons.

## Assessment- Results Tab

16. The Results tab is mostly view only, prefilling from the Assessment and Safety Assessment, Analysis and Plan when completed.

- If the child is under three years old and has a substantiated allegation(s), their name will appear in the Birth to Three Referral Information group box. The Referred drop-down must be answered in order to approve the Assessment.
- Select the [Create Initial Face-to-Face Contact Note](#) hyperlink to open the Case Notes page.

The screenshot shows the eWiSACWIS UAT web application in a Windows Internet Explorer browser window. The address bar shows the URL: <https://apps.dcf.wisconsin.gov/> - Assessment - Windows Internet Explorer. The application header includes the eWiSACWIS UAT logo and navigation links: Resource, TM, Print, Spell Check, and Help. The main content area is divided into two tabs: Assessment and Report. The Assessment tab is active, showing the following information:

- Name: Basket, Mom
- Assessment ID: 9222051
- Status: Open

The Report tab shows the following information:

- Response Time: Same Day
- Date: 10/01/2013

Below the tabs is a navigation bar with the following links: Participants, Basic, Allegations, Contacts, and Results. The Results tab is selected, showing the following sections:

- Assessment Results**: Result: **Substantiated**
- Disposition**: (Empty field)
- Initial Face-to-Face Contact Information**:
  - Initial Face-to-Face Must Occur By: 10/01/2013 11:59 PM
  - Initial Face-to-Face Documented: (Empty field)
  - [CPS Report 9005281](#)
  - [Create Initial Face-to-Face Contact Note](#)
  - [Click to Create Contact Note](#)
- Birth to Three Referral Information**:

Alleged Victim	DOB	Referred
Baby Basket	01/01/2013	Yes

At the bottom of the page, there is an Options dropdown menu, a Go button, and Save and Close buttons. The status bar at the bottom right shows 100% zoom.

**Note:** After the page is saved, the Initial Face-to-Face Contact Information automatically calculates when the Initial Face-to-Face Must Occur By.

17. When created from the Results tab of the Assessment, the Case Note Category will pre-fill as 'Initial Assessment Contact' and Type as 'Initial Face-to-Face'. Enter the appropriate information and narrative. Once completed, click the Save button.

**Note:** For more information on this process see the Initial Face-to-Face Contacts User Guide.

18. Click Close to return to the Results tab of the Assessment page.

Case Notes -- Webpage Dialog

**eWiSACWIS** UAT

Print Spell Check Help

Case: Basket, Mom ( 9224000) Worker Creating Note: Bee, Worker Worker Making Contact: Bee, Worker [Search](#)

Case Note ID: Date Entered: 10/14/2014 08:56 AM ☐ Note Finalized ☐ Contact By Designee

**Note Information**

Date: 10/02/2014 Category: Initial Assess Contact ☐ View Inactive Participants

Begin Time: 08:30 AM PM Type: Initial Face-to-Face

End Time: 00:00 AM PM Type Detail:

Duration: 0000.0 Face-to-Face Location: Details Home Visit

☐ Billable Face-to-Face Result: Occurred

Participants:

- Basket, Baby (Bio Child)
- Basket, Dad (Present Spouse)
- Basket, Kid (Bio Child)
- Basket, Mom (Reference Person)

Hold down the 'Ctrl' key for multi-selection  
[Add Contacts](#)

**Narrative**

Case Note 1/1 [Details](#)

Enter text here...

[More...](#) [Less...](#) [Default](#)

[Insert Correction Note](#) [Clear Fields](#) [Create](#) [Save](#) [Close](#)

19. On the Assessment page, the date the Initial Face-to-Face Documented date and time prefill. The Case Note ID number prefills and is a hyperlink to the case note.

https://apps.dcf.wisconsin.gov/ - Assessment - Windows Internet Explorer

**eWiSACWIS** UAT

Resource TM Print Spell Check Help

**Assessment**

Name: Basket, Mom      Assessment ID: 9222051      Status: Open

**Report**

Response Time: Same Day      Date: 10/01/2013

Participants      Basic      Allegations      Contacts      **Results**

**Assessment Results**

Result: **Substantiated**

**Disposition**

**Family RA Future A/N**

Abuse Score:  
Neglect Score:  
Risk Level:

**Safety Assessment**

Safety Decision:

**Strengths and Needs**

Needs Level:

**Initial Face-to-Face Contact Information**

Initial Face-to-Face Must Occur By: 10/01/2013 11:59 PM      [CPS Report 9005281](#)      [Create Initial Face-to-Face Contact Note](#)  
Initial Face-to-Face Documented: 10/02/2014 08:30 AM      [Case Note ID 9224477](#)

**Birth to Three Referral Information**

Alleged Victim	DOB	Referred
Baby Basket	01/01/2013	Yes

Options:

100%

20. Return to the Basic tab. From the Options drop-down, select 'IA Narrative' and click Go.

The screenshot shows the eWiSACWIS web application in a Windows Internet Explorer browser window. The page has a purple header with the eWiSACWIS logo and navigation links like TM, Print, Spell Check, and Help. Below the header, there are tabs for Assessment and Report. The Assessment tab is active, showing details for a case named 'Jones, Sally' with ID 9222022 and status 'Open'. The 'Basic' tab is selected, displaying a form for 'Case Name Information' and 'Living Arrangement of the Child(ren)'. A dropdown menu is open for the 'Options' field, listing various assessment types: Assessment, Clinical, IA Primary, IA Secondary or Non Caregivers, Actuarial, IA Narrative (highlighted), Family RA Future A/N, Strengths and Needs, Actions, and Extension. The 'Go' button is visible next to the dropdown. The browser's status bar at the bottom indicates 'Local intranet | Protected Mode: Off' and '100%' zoom.

21. The following message will appear. Click Yes to continue to the IA – Primary or No to return to the Assessment page and not save.

The screenshot shows a 'Webpage Dialog' box titled 'eWiSACWIS -- Webpage Dialog'. The dialog contains the text: 'This will save the Assessment Information. Do you want to continue?'. At the bottom of the dialog, there are two buttons: 'Yes' and 'No'.

## IA Narrative – Participants Tab

22. On the Initial Assessment - Narrative page, first identify the participants by clicking the Add/Edit button within the appropriate Child or Parent Information group box. When clicked, the Case Participant/Collaterals page opens.

The screenshot shows the 'Initial Assessment - Narrative -- Webpage Dialog' window. The 'Participants' tab is selected. The 'Case Information' section displays: Case Name: Jones, Sally; Case ID: 9222753; Referral Date: 02/03/2012; and a checkbox for 'IAN Completed'. Below this are two sections: 'Child Information' and 'Parent Information'. Each section contains a table with 'Person Name' and 'DOB' columns. The 'Child Information' table lists Jones, Tommy (DOB: 06/02/2006) and Jones, Mary (DOB: 02/25/2002). The 'Parent Information' table lists Jones, Dirk (DOB: 08/09/1975) and Jones, Sally (DOB: 04/11/1979). Each table has an 'Add/Edit' button to its right. At the bottom right of the dialog are 'Save' and 'Close' buttons.

Child Name	DOB
Jones, Tommy	06/02/2006
Jones, Mary	02/25/2002

Parental Role Name	DOB
Jones, Dirk	08/09/1975
Jones, Sally	04/11/1979

23. Select the checkbox next to the participant to be added to the assessment. Select Continue to add the participant and return to the Participants tab.

The screenshot shows the 'Case Participants/Collaterals -- Webpage Dialog' window. The 'Case Participants - Children' section contains a table with 'Select', 'Person Name', and 'DOB' columns. The table lists four participants: Jones, Dirk (DOB: 08/09/1975), Jones, Tommy (DOB: 06/02/2006), Jones, Mary (DOB: 02/25/2002), and Jones, Sally (DOB: 04/11/1979). The checkboxes for Jones, Tommy and Jones, Mary are checked. At the bottom right of the dialog are 'Continue' and 'Close' buttons.

Select	Person Name	DOB
<input type="checkbox"/>	Jones, Dirk	08/09/1975
<input checked="" type="checkbox"/>	Jones, Tommy	06/02/2006
<input checked="" type="checkbox"/>	Jones, Mary	02/25/2002
<input type="checkbox"/>	Jones, Sally	04/11/1979

## IA Narrative – Child Functioning Tab

24. Next, answer the safety questions and complete the narrative on the Child Functioning tab. Each child identified on the Part. Info tab will have a required narrative section.

The screenshot shows the 'Initial Assessment-Narrative -- Webpage Dialog' window. The 'Case Information' section at the top displays 'Case Name: Jones, Sally', 'Case ID: 9222753', 'Referral Date: 02/03/2012', and an unchecked 'IAN Completed' checkbox. Below this is a tabbed interface with 'Child Functioning' selected. The 'Child Functioning' section contains two rows for child entries. Row 1 is for 'Jones, Tommy' and Row 2 is for 'Jones, Mary'. Each row has a text area labeled 'Description of child functioning...'. At the bottom right are 'Save' and 'Close' buttons.

## IA Narrative – Adult Functioning Tab

25. On the Adult Functioning tab, complete the required narrative for each adult identified on the Participants tab.

The screenshot shows the same 'Initial Assessment-Narrative -- Webpage Dialog' window, but with the 'Adult Functioning' tab selected. The 'Case Information' section remains the same. The 'Adult Functioning' section contains two rows for adult entries. Row 1 is for 'Jones, Dirk' and Row 2 is for 'Jones, Sally'. Each row has a text area labeled 'Description of adult functioning...'. At the bottom right are 'Save' and 'Close' buttons.

## IA Narrative – Family Functioning Tab

26. Complete the required narrative text on the Family Functioning tab.

The screenshot shows a web browser window titled "Initial Assessment-Narrative -- Webpage Dialog" displaying the eWiSACWIS application. The top navigation bar includes the eWiSACWIS logo and icons for TM, Print, Spell Check, and Help. Below the navigation bar, the "Case Information" section displays: Case Name: Jones, Sally; Case ID: 9222753; Referral Date: 02/03/2012; and a checkbox for "IAN Completed". A series of tabs at the top of the main content area includes "Participants", "Child Functioning", "Adult Functioning", "Family Functioning" (which is selected), "Maltreatment", and "Summary". The "Family Functioning" tab contains a heading "Family Functioning" and a paragraph of instructions: "Describe the family's general functioning, strengths and current stresses. Consider the family's cultural context." Below this is a large text input area with the placeholder text "Description of family functioning...". At the bottom right of the form are "Save" and "Close" buttons.

## IA Narrative – Maltreatment Tab

27. Complete the narrative section on the Maltreatment tab.

The screenshot shows the same eWiSACWIS application window, but with the "Maltreatment" tab selected. The "Case Information" section remains the same. The "Maltreatment" tab contains a heading "Describe the Maltreatment and Surrounding Circumstances" and a paragraph of instructions: "Describe the maltreatment that occurred. Be specific about injuries and/or conditions. If the child(ren) received medical attention, describe the findings. Also, describe the surrounding circumstances accompanying or leading up to the maltreatment. Note: This narrative section should always include the parent's, facility's or other responsible adult's explanation of circumstances even if the finding is no maltreatment." Below this is a large text input area with the placeholder text "Description of maltreatment and surrounding circumstances...". At the bottom right of the form are "Save" and "Close" buttons.



## IA Narrative – Summary Tab

28. The Summary tab is the last tab of the Initial Assessment – Narrative page. Complete the Case Disposition group box. The Correspondence group box includes the Mandated Reporter and Relative Reporter group boxes. These text templates are available via the Options drop-down on the Assessment page. The Summary group box contains case closing and/or supervisor comments.
29. When the Initial Assessment – Narrative is complete, open the text template from the Options drop-down. Next, check the IAN Completed checkbox and click Save.

Initial Assessment-Narrative -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check ABC Help ?

**Case Information**

Case Name: Jones, Sally Case ID: 9222753 Referral Date: 02/03/2012 ☒ IAN Completed

**Participants** **Child Functioning** **Adult Functioning** **Family Functioning** **Maltreatment** **Summary**

**Case Disposition**

☐ Case Closed Reason Case Closed:

☒ Case Opened Reason Case Opened: Case Opened- Non-CPS Services

**Correspondence**

**Mandated Reporter**

☐ Not applicable

Date mandated reporter given feedback: 00/00/0000

**Relative Reporter**

☐ Not applicable

☐ Documented request for information received from relative reporter: 00/00/0000

☐ Date Letter Sent: 00/00/0000 OR Date of Court Order Barring Disclosure: 00/00/0000

**Summary**

Closing Summary/Supervisor Comments (Include any referrals to community resources that were made):

Options:  Go

Text  
IA Narrative  
Actions  
Safety Assessment, Analysis and Plan

Save Close

30. Under Options, select Safety Assessment, Analysis and Plan and click Go. You will receive the following message. Click 'Yes' to save the Assessment and continue to the Safety Assessment, Analysis and Plan. Click 'No' to return to the Initial Assessment – Narrative page.

eWiSACWIS -- Webpage Dialog

**This will save the IA Narrative. Do you want to continue?**

Yes No

## Safety Assessment, Analysis and Plan – Part. Info (Participant Information) Tab

31. On the Safety Assessment, Analysis and Plan page, select Initial Assessment Narrative from the Type drop-down. The Part. tab will pre-fill with the same participants identified on the Participants tab of the Initial Assessment – Narrative. Select Add/Edit if changes need to be made regarding the identified participants.

The screenshot shows a web browser window titled "Safety Assessment, Analysis and Plan - Windows Internet Explorer". The application is "eWiSACWIS". The "General" section shows "Name: Sally Jones", "Worker: Caitlin M. Cake", "Approval Date:", and "Type: Initial Assessment Narrative" with a "Completed" checkbox. The "Part. Info" tab is selected, showing two sections: "Child Information" and "Parent/Caregiver Information".

Child Name	DOB
Jones, Tommy	06/02/2006
Jones, Mary	02/25/2002

Buttons: Add/Edit

Parent/Caregiver Name	DOB
Jones, Dirk	08/09/1975
Jones, Sally	04/11/1979

Buttons: Add/Edit

Options: [dropdown] Go Save Close

Done Trusted sites | Protected Mode: Off 100%

## Safety Assessment, Analysis and Plan – Safety Assessment Tab

32. The Safety Assessment tab contains 11 Safety Threats. Answer the questions and scroll down to the Safety Assessment and Conclusion group box. Enter the Date of Safety Assessment. The DMCPs Safety Services group box does not apply.

- If all safety questions are answered 'No,' enter the date of the safety assessment, open the Safety Assessment template from the Options drop-down, check the Completed box in the upper right-hand corner and click Save and Close to return to the Initial Assessment – Narrative.
- If any safety threat question is answered yes, proceed to the next step.

**Safety Assessment, Analysis and Plan - Windows Internet Explorer**

**eWiSACWIS** TM Print Spell Check Help

**General**

Name: Sally Jones Worker: Caitlin M. Cake Approval Date: Type: Initial Assessment ☐ Completed

**Part. Info Safety Assessment Description of Safety Threats Plan Analysis**

One or both parents/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met. [Details](#) ☒ Yes ☐ No

The child has exceptional needs which the parents/caregivers cannot or will not meet. [Details](#) ☐ Yes ☒ No

Living arrangements seriously endanger the child's physical health. [Details](#) ☐ Yes ☒ No

The child is profoundly fearful of the home situation or people within the home. [Details](#) ☒ Yes ☐ No

**Safety Assessment and Conclusion**

One or more factors that negatively affect safety are identified: ☒ Yes ☐ No

Date of Safety Assessment: 02/06/2012

If the answer is No, then the child(ren) is safe. Proceed only with the required documentation of contacts, interview content or observations, and supervisory approval.

If the answer is Yes, then the child(ren) may be unsafe. Please continue with the Description of Safety Threats and Plan Analysis tabs.

Final Safety Decision: Unsafe

**BMCW Safety Services**

☐ Safety Case Closure

Options:  Go Save Close

Done Trusted sites | Protected Mode: Off 100%

## Safety Assessment, Analysis and Plan – Description of Safety Threats Tab

33. The Description of Safety Threats tab displays the Safety Threats selected on the Safety Assessment tab, with required narrative text to describe each identified safety threat. The Services Available/Accessible group box questions are view only on this tab.

The screenshot shows the 'eWiSACWIS' web application running in a Windows Internet Explorer browser. The title bar reads 'Safety Assessment, Analysis and Plan - Windows Internet Explorer'. The application header includes the 'eWiSACWIS' logo and navigation links for 'TM', 'Print', 'Spell Check', and 'Help'. Below the header, a 'General' section contains fields for 'Name: Sally Jones', 'Worker: Caitlin M. Cake', 'Approval Date:', 'Type: Initial Assessment', and a 'Completed' checkbox. A tabbed interface shows four tabs: 'Part. Info', 'Safety Assessment', 'Description of Safety Threats' (which is active), and 'Plan Analysis'. The 'Description of Safety Threats' section includes a heading 'Safety Threats' and a paragraph: 'Specifically describe the family conditions that support the safety threats identified. If any evaluations such as Psychological, Medical/AODA evaluations are needed to understand the conditions that affect safety, describe those here.' Below this, there are two rows of input fields. Row 1 contains the text 'One or both parents/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met.' and a 'Description:' text area with the placeholder 'describe threat here...'. Row 2 contains the text 'The child is profoundly fearful of the home situation or people within the home.' and another 'Description:' text area with the placeholder 'describe threat here...'. Below the rows, a 'Services Available/Accessible' section contains two questions: 'All Needed Services/activities provided.' and 'All Needed Services/activities/providers are available at level/time required.', each with 'Yes' and 'No' radio button options. At the bottom, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', 'Trusted sites | Protected Mode: Off', and a zoom level of '100%'.

Safety Assessment, Analysis and Plan - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**General**

Name: Sally Jones Worker: Caitlin M. Cake Approval Date: Type: Initial Assessment Completed

Part. Info Safety Assessment **Description of Safety Threats** Plan Analysis

**Safety Threats**

Specifically describe the family conditions that support the safety threats identified. If any evaluations such as Psychological, Medical/AODA evaluations are needed to understand the conditions that affect safety, describe those here.

One or both parents/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met. Row 1 of 2

Description: describe threat here...

The child is profoundly fearful of the home situation or people within the home. Row 2 of 2

Description: describe threat here...

**Services Available/Accessible**

All Needed Services/activities provided. Yes No

All Needed Services/activities/providers are available at level/time required. Yes No

Options: Go Save Close

Done Trusted sites | Protected Mode: Off 100%

## Safety Assessment, Analysis and Plan – Plan Analysis Tab

34. On the Plan Analysis tab, how the first question is answered: ‘Can and will the non-maltreating parent or another adult in the home protect the child(ren)?’ affects how the rest of the tab works. If you answer ‘Yes,’ the corresponding narrative becomes required and the Analysis questions are disabled. If you answer ‘No’ or ‘N/A,’ the narrative is disabled and the Analysis questions are enabled and required.

The screenshot shows the 'eWiSACWIS' application running in a Windows Internet Explorer browser. The title bar reads 'Safety Assessment, Analysis and Plan - Windows Internet Explorer'. The application header includes the 'eWiSACWIS' logo and navigation links for 'TM', 'Print', 'Spell Check', and 'Help'. Below the header, a 'General' section contains fields for 'Name: Sally Jones', 'Worker: Caitlin M. Cake', 'Approval Date:', 'Type: Initial Assessment', and a 'Completed' checkbox. A tabbed interface below shows four tabs: 'Part. Info', 'Safety Assessment', 'Description of Safety Threats', and 'Plan Analysis', with the last tab being active. The 'Plan Analysis' tab is divided into two main sections. The first section, 'Parent / Caregiver Protective Capacity', contains the question 'Can and will the non-maltreating parent or another adult in the home protect the child(ren)?' with radio button options for 'Yes', 'No', and 'N/A'. Below this is a text area for a narrative. The second section, 'Analysis', contains five statements, each with 'Yes' and 'No' radio button options: 'An In Home Safety Plan is necessary to ensure safety of the child(ren) and control threats which would otherwise result in imminent risk of placement.', 'The parents/caregivers are willing for services to be provided and will cooperate with service providers.', 'The home environment is calm enough for services to be provided and for the service providers to be in the home safely.', 'Safety Services that control all of the conditions affecting safety can be put in place without the results of any scheduled evaluations.', and 'Parents/Caregivers are residing in the home.' At the bottom of the form, there is an 'Options:' dropdown menu, a 'Go' button, and 'Save' and 'Close' buttons. The browser's status bar at the bottom shows 'Done', a green checkmark icon, and the text 'Trusted sites | Protected Mode: Off'.

Safety Assessment, Analysis and Plan - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help ?

**General**

Name: Sally Jones Worker: Caitlin M. Cake Approval Date: Type: Initial Assessment Completed

Part. Info Safety Assessment Description of Safety Threats **Plan Analysis**

**Parent / Caregiver Protective Capacity**

Can and will the non-maltreating parent or another adult in the home protect the child(ren)? ☐ Yes ☒ No ☐ N/A

If you answer Yes, please describe how the parent's/caregiver's specific protective capacities can and will manage the identified safety threats. This justification demonstrates that the child is safe and no further safety intervention is needed. If you answer no, continue with the analysis and planning.

**Analysis**

An In Home Safety Plan is necessary to ensure safety of the child(ren) and control threats which would otherwise result in imminent risk of placement. ☒ Yes ☐ No

The parents/caregivers are willing for services to be provided and will cooperate with service providers. ☒ Yes ☐ No

The home environment is calm enough for services to be provided and for the service providers to be in the home safely. ☒ Yes ☐ No

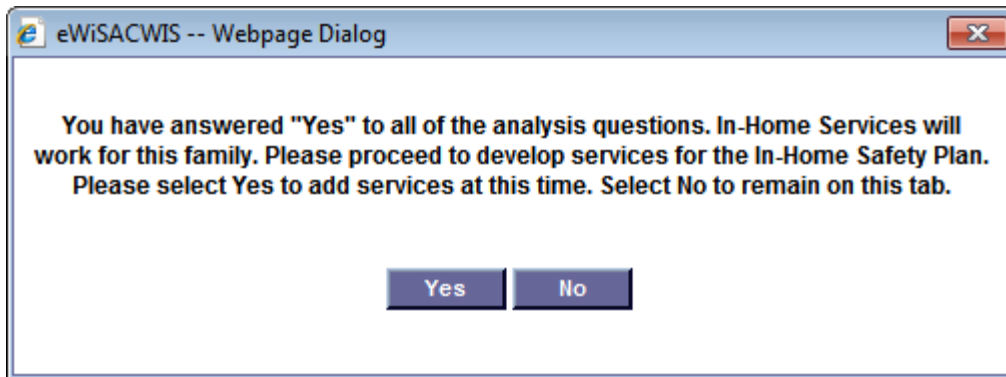
Safety Services that control all of the conditions affecting safety can be put in place without the results of any scheduled evaluations. ☒ Yes ☐ No

Parents/Caregivers are residing in the home. ☒ Yes ☐ No

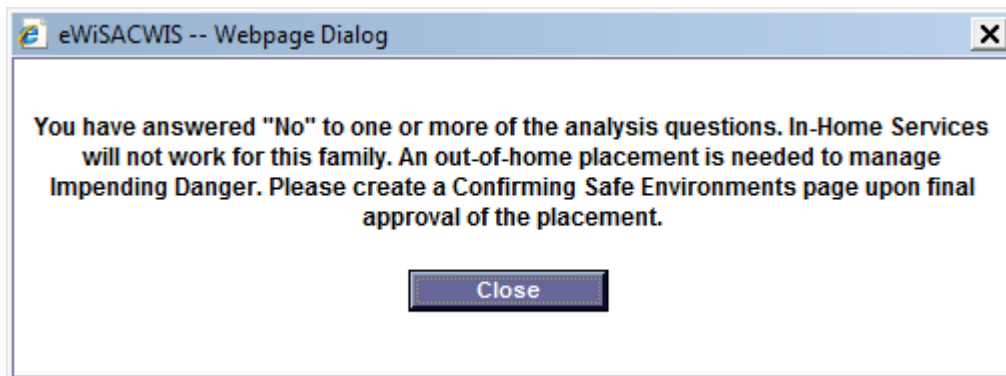
Options: Go Save Close

Done Trusted sites | Protected Mode: Off 100%

35. If all of the Analysis questions are answered 'Yes' you will receive the following message. Selecting 'Yes' will take you to the Description of Safety Threats tab to enter the In-Home Services that will be implemented to ensure safety of the child(ren) in the home. Selecting 'No' returns you to the Plan Analysis tab.



36. If one or more of the Analysis questions are answered 'No' the following message will appear directing you to complete a Confirming Safe Environments:



37. If in-home services may work for this family, enter the services that will be implemented by clicking the [Add/Edit Services](#) hyperlink on the Description of Safety Threats tab.

The screenshot shows the eWiSACWIS web application in a Windows Internet Explorer browser window. The title bar reads "Safety Assessment, Analysis and Plan - Windows Internet Explorer". The page header features the eWiSACWIS logo and navigation links: TM, Print, Spell Check, and Help. Below the header is a "General" section with fields for Name (Sally Jones), Worker (Caitlin M. Cake), Approval Date, Type (Initial Assessment), and a Completed checkbox. The main content area has four tabs: Part Info, Safety Assessment, Description of Safety Threats (selected), and Plan Analysis. Under the "Description of Safety Threats" tab, there is a section titled "Safety Threats" with a descriptive text area. Below this, there are two rows of threat descriptions. Row 1 of 2: "One or both parents/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met." with a description field containing "describe threat here...". Row 2 of 2: "The child is profoundly fearful of the home situation or people within the home." with a description field containing "describe threat here...". To the right of the description fields is an "Add/Edit Services" link. Below the threat descriptions is a section titled "Services Available/Accessible" with two radio button options: "All Needed Services/activities provided." and "All Needed Services/activities/providers are available at level/time required.", each with "Yes" and "No" radio buttons. At the bottom of the form are "Options:" and "Go" buttons, and "Save" and "Close" buttons. The browser status bar at the bottom shows "Done", "Trusted sites", "Protected Mode: Off", and "100%".

38. Clicking the Add/Edit Services link will launch a message. Click 'Yes' to save and continue or 'No' to return to the Safety Assessment, Analysis and Plan page without saving.

The screenshot shows a "Webpage Dialog" box titled "eWiSACWIS -- Webpage Dialog". The message inside the dialog reads: "This will save the Safety Assessment, Analysis and Plan page. Do you want to continue?". At the bottom of the dialog are two buttons: "Yes" and "No".

39. The Safety Plan Services page will open, displaying the identified safety factor, the description why that factor was selected, and an empty Safety Services group box. Click the Insert button to insert a service. Select the appropriate Service/Activity that is being implemented to address the safety factor, enter the name of the provider or responsible person providing the service, any additional information about the service being provided, and answer the two questions about the service and provider being available. Click the Insert button again to add as many services being established to address this safety factor. When all services are entered, select Save and then Close.

Safety Plan Services -- Webpage Dialog

**eWiSACWIS** Print Spell Check ABC Help

**Identified Safety Factor and Description**  
One or both parents/caregivers lack parenting knowledge, skills, or motivation necessary to assure the child's basic needs are met.  
Description:  
describe threat here...

**Safety Services**

Service/Activity:	Basic Home Management/Life Skills	Delete
Provider/Resp. Person:	person/responsible person...	Row 1 of 1
Describe the availability, accessibility and suitability of the safety service provider involved.	explanation...	
Specifically explain the safety services/activity and how it will control the threat identified.	explanation...	

This needed service/activity exists. ☒ Yes ☐ No

Service/activity/provider is currently available at level/time required. ☒ Yes ☐ No

Insert

Save Close



40. The Service/Activity and Provider/Responsible Person displays on the Description of Safety Threats tab. The Services Available/Accessible questions now have answers pre-filled. If both of the Services Available/Accessible questions are answered 'Yes', then document narrative for 'Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.'

Safety Assessment, Analysis and Plan - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**General**

Name: Sally Jones Worker: Caitlin M. Cake Approval Date: Type: Initial Assessment ☐ Completed

**Part. Info** **Safety Assessment** **Description of Safety Threats** **Plan Analysis**

Description:  
describe threat here...

[Add/Edit Services](#)

Service/Activity	Provider/Responsible Person
Basic Home Management/Life Skills	person/responsible person...

The child is profoundly fearful of the home situation or people within the home. Row 2 of 2

Description:

**Services Available/Accessible**

All Needed Services/activities provided. ☒ Yes ☐ No

All Needed Services/activities/providers are available at level/time required. ☒ Yes ☐ No

Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.

Options:

Done ☒ Trusted sites | Protected Mode: Off

41. Open the two templates associated with the Safety Assessment, Analysis and Plan page: the Safety Assessment and the Safety Analysis and Plan.

Safety Assessment, Analysis and Plan - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check RBC Help ?

**General**

Name: Sally Jones Worker: Caitlin M. Cake Approval Date: Type: Initial Assessment ☒ Completed

Part Info Safety Assessment Description of Safety Threats Plan Analysis

Description:  
describe threat here...

Add/Edit Services

Service/Activity	Provider/Responsible Person
Basic Home Management/Life Skills	person/responsible person...

The child is profoundly fearful of the home situation or people within the home. Row 2 of 2

Description:

**Services Available/Accessible**

All Needed Services/activities provided. ☒ Yes ☐ No

All Needed Services/activities/providers are available at level/time required. ☒ Yes ☐ No

Describe how CPS will manage/oversee the safety plan, including communication with the family and providers.

description....

Options:  Go

Text  
Safety Assessment  
Safety Analysis and Plan

Save Close

Done Trusted sites | Protected Mode: Off 100%

42. Select the Completed checkbox and save the page to complete the Safety Assessment, Analysis and Plan.
43. You are returned to your desktop. Click on the pending Assessment to continue working.

**Jones, Sally ( 9222753 )** [Actions](#)

CPS Family - Initial Assessment 02/06/2012 Daisy, Dan Milwaukee-Region 2 123 Main Street , Waldo, WI 53093

Access Reports

Assessment

[Assessment Substantiated 02/06/2012](#)

[Initial Assessment-Narrative 02/06/2012](#)

[Safety Assessment, Analysis and Plan \(IAN\) Unsafe 02/06/2012](#)

Assets and Income

Assignment

Related People

44. The next section of the assessment is the Family Risk Assessment of Future Abuse and Neglect. On the Basic tab of the Assessment page, select 'Family RA Future A/N' from the Options drop-down and click Go.

Assessment - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check RBC Help ?

**Assessment**  
Name: Jones, Sally      Assessment ID: 9222036      Status: Open

**Report**  
Response Time: Within 5 business days      Date: 02/03/2012

Participants      **Basic**      Allegations      Contacts      Results

**Case Name Information**

C/O:  
Street #: 123      Street: Main Street  
Apt.:  
City: Waldo      State: WI      Zip: 53093      Country: United States  
Phone:      Ext.:      Alt. Phone:      Alt. Ext.:  
Fax:  
Language Preference: English

**Living Arrangement of the Child(ren)**

Living Arrangement of the Child(ren): Married two parent household, with two biological/adoptive parents

**Family Characteristics/Conditions**

Family Characteristics/Conditions: Other financial stress  
Family Characteristics/Conditions: Child with special needs  
Family Characteristics/Conditions:

Options: Family RA Future A/N      Go      Save      Close

Assessment  
Clinical  
IA Primary  
IA Secondary or Non Caregivers  
Actuarial  
IA Narrative  
**Family RA Future A/N**  
Strengths and Needs  
Actions  
Extension

Done      Trusted sites | Protected Mode: Off      100%

The following message will appear. Click 'Yes' to save and continue to the Family Risk Assessment of Future Abuse and Neglect or click 'No' to return to the Assessment.

eWiSACWIS -- Webpage Dialog

**This will save the Assessment Information. Do you want to continue?**

Yes      No

## IA Narrative – Family Risk Assessment of Future A/N - Neglect Tab

45. Answer the questions on the Neglect tab. Click ‘Calculate’ to display the risk score.

Family Risk Assessment of Future Abuse-Neglect -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check Help

**General**

Name: Sally Jones Worker: Caitlin M. Cake  
Case Id: 9222753 Approval Date:

**Neglect** Abuse Results

**Basic**  
Neglect Score: -1 Level: Medium

**Questions**

1. Was neglect alleged or substantiated in the current assessment? No
2. Prior neglect history No Prior Substantiations of neglect
3. Caregiver(s) viewed current CA/N incident at least as seriously as the investigating worker Yes-both caregivers
4. Current age of primary family caregiver 24-32
5. A child was inadequately supervised by either caregiver No
6. Primary family caregiver has an alcohol or drug abuse problem that contributed to the incident No
7. Primary family caregiver motivated to improve parenting skills Yes
8. Number of children involved in the CA/N incident One or Two
9. Age of youngest child in household Five or Younger

**Calculate**

**Save** **Close**

## IA Narrative – Family Risk Assessment of Future A/N - Abuse Tab

46. Answer the questions on the Abuse tab. Click ‘Calculate’ to display the risk score.

Family Risk Assessment of Future Abuse-Neglect -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check Help

**General**

Name: Sally Jones Worker: Caitlin M. Cake  
Case Id: 9222753 Approval Date:

**Abuse** Neglect Results

**Basic**  
Abuse Score: 4 Level: High

**Questions**

1. Was abuse alleged or substantiated in the current investigation? Yes
2. Prior CA/N history Any prior child welfare CA/N referral
3. Does caregiver(s) use excessive or inappropriate discipline? Yes-Secondary Family Caregiver only
4. Does the primary family caregiver have a history of abuse or neglect as a child? No
5. Primary family caregiver's relationship problems with other adults No serious problem evident
6. Domestic violence in household Yes
7. Caregiver(s) is motivated to improve parenting skills One or both caregivers are motivated
8. Age of youngest child in household 11 or Younger

**Calculate**

**Save Close**

## IA Narrative – Family Risk Assessment of Future A/N - Results Tab

47. The Results tab displays the overall Risk Level. A discretionary override is available to change the risk level if necessary. From the Options drop-down, select the Family RA of Future A/N to open the text template. Click Save and Close to return to the Assessment.

Family Risk Assessment of Future Abuse-Neglect -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check Help

**General**

Name: Sally Jones Worker: Caitlin M. Cake  
Case Id: 9222753 Approval Date:

**Neglect Abuse Results**

**Risk Level**

Neglect Score	Abuse Score	Risk Level
-1	4	High

**Overrides**

☐ Discretionary Override

Enter Appropriate Reason:

Override risk level:

Options:  **Go**

- Text
- Family RA of Future A/N

**Save Close**

48. To complete the Strengths and Needs Assessment, select Strengths and Needs from the Options drop-down on the Basic tab of the Assessment page and click Go.

Assessment - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Assessment** Name: Jones, Sally Assessment ID: 9222036 Status: Open **Report** Response Time: Within 5 business days Date: 02/03/2012

Participants Basic Allegations Contacts Results

**Case Name Information**

C/O:

Street #: 123 Street: Main Street Apt.:

City: Waldo State: WI Zip: 53093 Country: United States

Phone: Ext.: Alt. Phone: Alt. Ext.:

Fax:

Language Preference: English

**Living Arrangement of the Child(ren)**

Living Arrangement of the Child(ren): Married two parent household, with two biological/adoptive parents

**Family Characteristics/Conditions**

Family Characteristics/Conditions: Other financial stress

Family Characteristics/Conditions: Child with special needs

Family Characteristics/Conditions:

Options: Go Save Close

Assessment  
Clinical  
IA Primary  
IA Secondary or Non Caregivers  
Actuarial  
IA Narrative  
Family RA Future A/N  
Strengths and Needs  
Actions  
Extension

Done

Trusted sites | Protected Mode: Off 100%

The following message will appear. Click 'Yes' to save and continue to the Family Strengths and Needs Assessment or click 'No' to return to the Assessment.

eWiSACWIS -- Webpage Dialog

This will save the Assessment Information. Do you want to continue?

Yes No

## IA Narrative – Family Strength and Needs Assessment - Questions & Results Tabs

49. On the Questions tab, answer the questions and click the Calculate button to display the score and level.

The screenshot shows the 'eWiSACWIS' web application interface. At the top, the title bar reads 'Family Strengths and Needs Assessment -- Webpage Dialog'. Below the title bar, the 'General' tab is active, displaying 'Name: Sally Jones', 'Worker: Caitlin M. Cake', and 'Date: 02/06/2012'. The 'Questions' tab is selected, showing a list of 11 assessment questions with dropdown menus for answers. The questions are: 1. Substance Abuse, 2. Emotional Stability, 3. Family Violence, 4. Intellectual Ability, 5. Health, 6. Caregiver Victimization, 7. Parenting Skills, 8. Environmental, 9. Support Systems, 10. Financial, and 11. Education/Literacy. Below the questions, there is a 'Score: 13' and 'Level: Medium' summary. At the bottom, there are 'Options:' and 'Go' buttons, and 'Save' and 'Close' buttons.

50. On the Results tab, complete the Primary Needs, Primary Strengths, and Problem Areas. If the Needs Level is different from the level calculated, enter information into the Discretionary Override group box.

The screenshot shows the 'eWiSACWIS' web application interface, specifically the 'Results' tab. The 'General' tab is still active at the top, showing 'Name: Sally Jones', 'Worker: Caitlin M. Cake', and 'Date: 02/06/2012'. The 'Results' tab is selected, displaying four main sections: 'Primary Needs', 'Primary Strengths', 'Problem Areas', and 'Needs Level'. The 'Primary Needs' section has a table with columns 'Rank' and 'Area of Need', containing three rows: 1. Emotional Stability, 2. Substance Abuse, and 3. (empty). The 'Primary Strengths' section has a table with columns 'Rank' and 'Area of Strength', containing three rows: 1. Caretaker demonstrates ability to deal with adversity and crisis, 2. Household resources are adequately managed to meet basic needs, and 3. Environment: Adequate housing, clothing, and nutrition is provided. The 'Problem Areas' section has a heading 'Child(ren) Problem Areas' and a sub-heading 'Please check all that apply', followed by a list of checkboxes: Substance Abuse, Emotional Stability, School Behavior/Tuancy, Health/Handicap, Exceptional Educational Needs, and Support System. The 'Needs Level' section displays 'Strengths and Needs Score: 13' and 'Needs Level: Medium'. The 'Discretionary Override' section has a checkbox 'Override Needs Level', a 'New Needs Level' dropdown menu, and a 'Reason for override' text area. At the bottom, there are 'Save' and 'Close' buttons.



51. Return to the Questions tab. To open the Family Strengths and Needs template, select Family Strengths and Needs from the Options drop-down and click Go.

Family Strengths and Needs Assessment -- Webpage Dialog

**eWiSACWIS** TM Print Spell Check Help

**General**  
Name: Sally Jones Worker: Caitlin M. Cake Date: 02/06/2012

**Questions** | **Results**

**Basic**  
Score: 13 Level: Medium

**Questions**

1. Substance Abuse: Abuse creates some problems in family OR caregiver in treatment
2. Emotional Stability: Moderate problems that interfere with functioning
3. Family Violence: Isolated incidents of past assaultive behavior
4. Intellectual Ability: No evidence of limitations in intellectual functioning
5. Health: No known health problems that affect functioning
6. Caregiver Victimization: No evidence of problem
  - ☐ Caregiver(s) neglected as child(ren)
  - ☐ Caregiver(s) has been a victim of sexual abuse
  - ☐ Caregiver(s) has been a victim of physical abuse
7. Parenting Skills: No known/minimal deficits in parenting skills
8. Environmental: Family has adequate housing, clothing, and nutrition
9. Support Systems: Resources limited or have some negative impact or caregiver reluctant to use
10. Financial: Family income sufficient to meet needs and is adequately managed
11. Education/Literacy: Basic education and functional literacy skills

Options: **Family Strengths and Needs** **Go** **Save** **Close**

52. Click Save and Close to return to the Assessment.

53. On the Results tab of the Assessment, the Family RA Future A/N, Safety Assessment, and Strengths and Needs group boxes all pre-fill with the information from those pieces of work that were completed.

Assessment - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Assessment** Name: Jones, Sally Assessment ID: 9222036 Status: Open **Report** Response Time: Within 5 business days Date: 02/03/2012

Participants Basic Allegations Contacts **Results**

**Assessment Results**  
Result: **Substantiated**

**Disposition**  
Case Opened- Non-CPS Services

**Family RA Future A/N**  
Abuse Score: 4  
Neglect Score: -1  
Risk Level: High

**Safety Assessment**  
Safety Decision: Unsafe

**Strengths and Needs**  
Needs Level: Medium

**Initial Face-to-Face Contact Information**  
Initial Face-to-Face Must Occur By: 02/10/2012 12:25 PM [CPS Report 9238179](#) [Create Initial Face-to-Face Contact Note](#)  
Initial Face-to-Face Documented: 02/06/2012 01:00 PM [Case Note ID 9223452](#)

Options:  Go

Done Trusted sites | Protected Mode: Off 100%

## Linking a CPS Report to Assessment

54. If during the Initial Assessment a new CPS Report is screened in, you can link that CPS Report to this assessment. From the Participants tab, select Link Report to Assessment from the Options drop-down and click Go.

Assessment - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Assessment** Name: Jones, Sally Assessment ID: 9222036 Status: Open **Report** Response Time: Within 5 business days Date: 02/03/2012

Participants Basic Allegations Contacts Results

**Assessment Participants**

Name	Gender	DOB	Race	Roles	Edit Roles
<a href="#">Sally Jones</a>	Female	04/11/1979	White	HM-PR-RN	<a href="#">Roles</a>
<a href="#">Mary Jones</a>	Female	02/25/2002	White	AV-HM	<a href="#">Roles</a>
<a href="#">Dirk Jones</a>	Male	08/09/1975	White	HM-PR	<a href="#">Roles</a>
<a href="#">Tommy Jones</a>	Male	06/02/2006	White	AV-HM	<a href="#">Roles</a>

[Create/View ICWA Record](#) [Insert](#)

Options: [Go](#) [Save](#) [Close](#)

Done [Actions](#)  
Approval  
Link Report to Assessment

Trusted sites | Protected Mode: Off 100%

On the Assessment Report Link page, select the appropriate CPS Report(s) and then click Continue. This will automatically associate the CPS Report to this Assessment and return you to the Assessment page.

Assessment Report Link -- Webpage Dialog

**eWiSACWIS** Print Spell Check Help

**CPS Reports**

	Report Name	Supervisor Screening Date	Date and Time Report was Received
<input checked="" type="checkbox"/>	Sally Jones	02/12/2012 10:46:00	02/09/2012 14:45:00

[Continue](#) [Close](#)

55. From the Participants tab, select Approval from the Options drop-down and click Go. On the Approval History page, select the Approve radio button and click Continue. You are returned to the Assessment page. Click Save to send the assessment to your supervisor for approval.

Assessment - Windows Internet Explorer

**eWiSACWIS** TM Print Spell Check Help

**Assessment**  
Name: Jones, Sally Assessment ID: 9222036 Status: Open

**Report**  
Response Time: Within 5 business days Date: 02/03/2012

Participants Basic Allegations Contacts Results

**Assessment Participants**

Name	Gender	DOB	Race	Roles	Edit Roles
<a href="#">Sally Jones</a>	Female	04/11/1979	White	HM-PR-RN	<a href="#">Roles</a>
<a href="#">Mary Jones</a>	Female	02/25/2002	White	AV-HM	<a href="#">Roles</a>
<a href="#">Dirk Jones</a>	Male	08/09/1975	White	HM-PR	<a href="#">Roles</a>
<a href="#">Tommy Jones</a>	Male	06/02/2006	White	AV-HM	<a href="#">Roles</a>

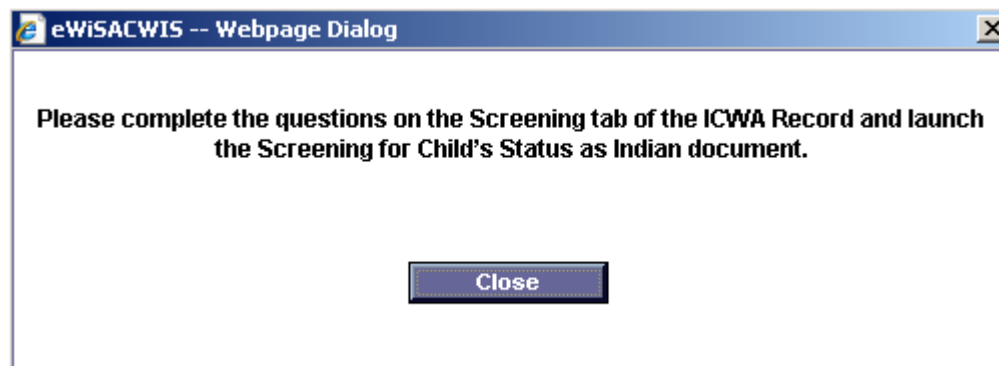
[Create/View ICWA Record](#) **Insert**

Options:  **Save** **Close**

Done **Actions**  
Approval  
Link Report to Assessment

Trusted sites | Protected Mode: Off 100%

56. You will be reminded to complete the questions on the Screening tab of the ICWA Record.



57. To create or view an ICWA record for a child, click the [Create/View ICWA Record](#) hyperlink at the lower left of the Participants tab on the Assessment page (see step 5 above). For more information regarding completing the ICWA Record see the Documenting ICWA User Guide.

## Recording a Date of Death for a Child

A date of death for a child can be recorded on the following pages: Person Management, Allegation (Access Report), Allegation (Assessment), Serious Incident Notification, and Placement & Service Ending.

In Assessment, the field will dynamically display if a death is indicated on the page and is required when a determination other than pending is selected. If a Death Date is already entered on Person Management, the date pre-fills to the page. If a Death Date is changed on the Allegation page, Death Date on Person Management will be updated after the Assessment is approved. The Death Date field will always remain editable on Person Management but will freeze on the Assessment and will not be able to be changed after it has been approved.

**Allegation (Assessment) -- Webpage Dialog**

**eWiSACWIS** Print Spell Check Help

**Allegation**

Alleged Victim: Adopt Abby

Abuse/Neglect Code: Physical Abuse

Description: Blunt Force Trauma

Determination: Pending

**Date or Approximate Date of Alleged Maltreatment:** 10/01/2013

Alleged Victim received medical treatment as a result of this alleged maltreatment: ☐ Yes ☒ No

Alleged Maltreatment occurred while the child's residence was an OHC placement: ☐ Yes ☒ No ☐ Unknown

Serious Incident: ☒ Yes ☐ No

☒ Death / Alleged maltreatment [Details](#)

☐ Death / Alleged suicide OHC

☐ Serious injury [Details](#)

☐ Egregious incident [Details](#)

[DCF memo 2010-01](#) [Act 78](#)

Death Date: 00/00/0000

[Save](#) [Close](#)

**Note:** The Death Date on an approved Access Report or Assessment, or the most recently entered date of death in Person Management will prefill to the Serious Incident Notification. The Death Date field displays when the Death/Alleged Maltreatment or Death/ Alleged Suicide checkbox is selected on the page.

**Note:** If allegations rise to the level of a Serious Incident, Wisconsin Act 78 requires county agencies and the Division of Milwaukee Child Protective Services (DMCPS) to report these incidents to the Division of Safety & Permanence (DSP) within 2 working days of the agency learning about the incident. See the [Serious Incident \(Act 78\)](#) User Guide for more information.